

FERNDOWN BOWLS CLUB

PRIVACY NOTICE FOR MEMBERS AND ASSOCIATE MEMBERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. References to we, our or us in this privacy notice are to the Club Officers and Organisers of **FERNDOWN BOWLS CLUB** - King George V Playing Fields, Peter Grant Way, Ferndown Dorset **BH22 9EN**

Our **Honorary Club Secretary** has overall responsibility for data protection in our Bowls Club.

1. Personal Information

We collect through the membership form the following data:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Gender;
- Join date and leaving date:

2. Uses made of YOUR PERSONAL information

We produce and maintain membership records, contact lists in order to administer the management of the club, to conduct accounting and to allow members to contact each other to arrange club and competition fixtures.

By joining **Ferndown Bowls Club** you give your consent for us to share personal information with the following third parties:

- Bowls Dorset, Bournemouth & District Bowling Association, Bournemouth & District Women's Bowling Association and Bournemouth & District Evening Triples Bowling Association for the purposes of notification of club officers and registration of players.
- Affiliated Bowling Clubs for the purposes of arranging club and competition fixtures.
- Bournemouth Evening Echo for the purposes of match reporting.

We do not disclose personal information to anyone else except as set out above.

If you do not provide us with the requested personal information we may not be able to enrol you.

You have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and

process the relevant personal information to the extent that we are entitled to do so. Withdrawing consent may also have the same effects as not providing the information in the first place.

3. HOW LONG WE KEEP PERSONAL INFORMATION FOR

Generally, where there is no legal requirement we retain all physical and electronic records for a period of 2 years (if you are a current member, this may be for 2 years after your membership ends) Information that may be relevant to personal injury claims and discrimination claims may be retained until the limitation period for those types of claims has expired.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you move home or change your phone number or email address

4. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

5. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

6. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you please contact the Honorary Club Secretary in writing.

Ferndown Management Committee

Version A dated May 2018